

METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

November 15, 2016

8:30 a.m. Metro Parks Board Room

2565 Park Plaza Nashville, Tennessee 37203 **MEMBERS PRESENT**: Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, D. Billye Sanders, Jo Ann North, and Ethan Link.

MEMBERS ABSENT: None

OTHER MEMBERS PRESENT: John Kennedy, Metro Human Resources Interim Director; Nicki Eke, Metro Legal Department Attorney

Chairman Farmer called the meeting to order and asked if there were any corrections or additions to the minutes of the last **Regular Meeting of October 11, 2016.** Hearing none, he asked for a motion. Commissioner North moved to accept the regular minutes. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.

Appeals Process: Nicki Eke read the memorandum pertaining to the Metropolitan Code of Laws 2.68.030 – pursuant to Ordinance BL2006-2050.

APPOINTMENTS TERMINATIONS / PENSIONS ELIGIBILITY REGISTER REPORT DEPARTMENTAL ITEMS HUMAN RESOURCES ITEMS PG. 2-4 PG. 5 PG. 5-6 PG. 6-7 PG. 7-10

APPOINTMENTS

NAME	CLASSIFICATION	TYPE	DATE
CODES ADMINISTRATION			
Atkins, Christopher G. Randolph, Scott L.	Mech/Gas Inspector 1 Plumbing Inspector 1	New Hire New Hire	10/17/16 10/28/16
FINANCE			
Hirschy, Rose M. Huynh, Loan C. Owens, Eric D. Edwards, David A. Guenther, Kathleen S. Hess, Brandon S. Viravouth, Alicia M.	Finance Officer 3 Finance Officer 3 Finance Officer 3 Mgmt & Budget Analyst 3 Mgmt & Budget Analyst 3 Mgmt & Budget Analyst 3 Mgmt & Budget Analyst 3	Promotion Promotion Promotion Promotion Promotion Promotion Promotion	09/26/16 09/26/16 09/26/16 09/26/16 09/26/16 09/26/16
<u>FIRE</u>			
Corn, John J. De La O Mota, Marisol Farris, Justin E. Ghee, Austin T. Gold, Tony Gullett, Jesse W. Miles, Aneesa J. Parker, Brenton M. Scruggs, Jonathan E. Youngs, Adam J. *Almon, Joseph L. ^Bennett, Rebecca A. Bratcher, John A. Calus, Jesse J. Crutcher, Landon C. Debow, Austin T. Hardrick, Arsenio L. Lee, Timothy B. Rivera, Samuel F. Roark, Hayden S. Thompson, Michael L.	Emerg Medical Tech 1 Emerg Medical Tech 1 Fire Plans Examiner 1 Paramedic 1 Pa	New Hire New Hire New Hire New Hire New Hire New Hire New Hire New Hire Department Transfer/Promotion Class Change/Lateral Re-hire New Hire New Hire	10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16 10/16/16
Ward, Steven M. Wennergren, Katie A.	Paramedic 1 Paramedic 1	New Hire New Hire	10/16/16 10/16/16

*Department Transfer from Beer Board (Beer Permit Insp 1, ST8) to Fire (Fire Plans Examiner, OR5) ^Class Change from EMT 2 (PF4) to Paramedic (PF4)

INFORMATION TECHNOLOGY SERVICE

Duff, Justin W.	Info Sys Comm Analyst 2	New Hire	10/03/16
Nicholson, Gregg C.	Info Systems Div Mgr	Promotion	10/17/16
Brown, Lloyd Douglas	Info Sys Oper Analyst 3	Promotion	10/24/16
Kisicki, Kyle R.	Info Sys Oper Analyst 3	New Hire	10/17/16
Boyer, Cynthia S.	Info Systems Advisor 1	New Hire	09/26/16

(B) <u>APPOINTMENTS</u>

NAME	CLASSIFICATION	TYPE	DATE
JUVENILE COURT	Drogrom Mar 1	Promotion	10/10/16
Taylor, Jane Alice	Program Mgr 1	Promotion	10/10/16
PARKS			
Hanifan, Scott C.	Building Maintenance Leader	New Hire	10/31/16
*Walker, Kristin L.	Concessions Clerk 2	Transition - Civil Service	09/23/16
Dryburgh, James R.	Custodian	New Hire	10/14/16
Guerrero, Josefina	Custodian	New Hire	09/23/16
Haji, Shaban O.	Custodian	Re-hire	10/17/16
Salam, Adnan Y.	Custodian	Re-hire	10/10/16
Crow, Korey R.	Maint & Repair Worker	New Hire	09/29/16
Hargrove, Michael T.	Maint & Repair Worker	New Hire	09/26/16
Hayes, Courtney O.	Maint & Repair Worker	New Hire	10/18/16
^Lee, Mario E.	Maint & Repair Worker	Transition - Civil Service	09/23/16
Ryan, Scott A.	Maint & Repair Worker	New Hire	10/10/16
Woody, Brian L.	Maint & Repair Worker	New Hire	09/30/16
Wright, Deonte D.	Maint & Repair Worker	Re-hire	10/14/16
**Bowen, Jimmy W.	Maint & Repair Worker Sr	Class Change	09/23/16
Gregory, Matthew K.	Maint & Repair Worker Sr	Promotion	09/26/16
Wilson, Kenneth A.	Maint & Repair Worker Sr	New Hire	10/07/16

*Transition to CS from Seasonal Status

^Transition to CS from Part Time Status

**Class Change from Maintenance & Repair Wkr to Maintenance & Repair Wkr Sr

POLICE

Seeback, Stacey A.	Crime Lab Forensic Tech	New Hire	10/16/16
Clemens, Kimberly A.	Crime Scene Technician 1	New Hire	10/01/16
Orsbon, Angela D.	Human Resources Analyst 3	Promotion	10/01/16
Chavers, Jasmine B.	Police Operations Asst 1	New Hire	10/01/16
Dyer, Sean M.	Police Operations Asst 1	New Hire	10/16/16
Kimbel, Leslie A.	Police Operations Asst 1	Re-hire	09/16/16
Patchin, Amanda M.	Police Operations Asst 1	New Hire	10/01/16
*Selley, Rebecca M.	Police Operations Asst 1	Department Transfer/	09/16/16
		Vol Reduction in Salary Grade	
Wilbourn, Errikka S.	Police Operations Asst 1	Re-Employment	10/16/16
Sawyers, Tonya R.	Police Operations Coord 1	Promotion	09/16/16
Pytlewski, Ashley C.	Police Operations Coord 2	Promotion	09/16/16

*Department Transfer from ECC (Emergency Telecom Officer 2, ET2) to Police (Police Ops Asst 1, ST4)

PUBLIC LIBRARY

Ibrahim, Selva	Circulation Asst 1	New Hire	10/23/16
Krieble, Emily G.	Library Assoc 1	Promotion	10/23/16
Herbst, Luke R.	Library Mgr 2	Promotion	10/09/16
Dickens, Katie E.	Office Support Rep 3	Promotion	10/09/16

(B) <u>APPOINTMENTS</u>

(B) <u>APPOINTMENTS</u>			
NAME	CLASSIFICATION	TYPE	DATE
PUBLIC LIBRARY			
Smith, Brian E. Smoot, Monica D. Abdelhalim, Saber A. *Brindley, Sara F. ^Robinson, Elliott W.	Office Support Rep 3 Office Support Rep 3 Program Spec 1 Program Spec 1 Program Spec 1	Promotion New Hire Promotion Transition - Civil Service Voluntary Reduction in Salary Grade	09/25/16 10/09/16 10/09/16 10/09/16 10/09/16
*Transition to CS from Gran			
Voluntary Reduction in Gra	de from Office Support Spec 2	(ST8) to Program Spec 1 (ST6)	
PUBLIC WORKS			
*Fields, Billy W. Clark Jr, James K. Lee, Tony T. ^Farlow, Viva L.	Admin Svcs Div Manager Maint & Repair Worker Maint & Repair Worker Parking Patrol Officer 1	Class Change/Lateral New Hire New Hire Return from pension	09/26/16 10/25/16 10/25/16 09/30/16
*Class change from Custom ^Return from Pension to sar	er Srv Mgr (OR9) to Adm Svcs ne classification	Division Mgr (OR9)	
SHERIFF			
*Lozer, Kareem S.	Correctional Officer 1	Demotion	10/10/16
*Demotion from Correctiona	I Officer 2 to Correctional Office	r 1	
SPORTS AUTHORITY			
Montesrin, Ilesha M.	Admin Svcs Officer 2	New Hire	10/15/16
WATER SERVICES			
Coleman Jr, William E. Anderson, Eli G. Hennessey, Margaret E. Weber, Rachel M. Beard, Quentin X. Travers, Darren J. Reed, Diane F. *Brown, Deric L.	Admin Svcs Mgr Engineer in Training Engineer in Training Engineer in Training Engineer Technician Sr Indust Electrician 1 Service Rep 2 Water Maint Tech Sr	Promotion New Hire New Hire New Hire New Hire New Hire New Hire Voluntary Reduction in Salary Grade	09/24/16 09/24/16 10/08/16 09/24/16 10/08/16 10/08/16 10/08/16 10/08/16
	de francisco est Oracitar Or	(TCR) Mater Maintananaa Taah Sr (TCZ)	

*Voluntary Reduction in Grade from Equipment Operator Sr (TG8) Water Maintenance Tech Sr (TG7)

MOTION: After some discussion, Commissioner North moved for approval of the appointments as listed. Vice-Chairman Corbitt seconded, and the Commission approved without objection.

TERMINATIONS/ PENSIONS

NAME	CLASSIFICATION	TYPE	DEPT	DATE
Downing, Kristen R.	Emer Telecommunications Off 3	Resignation	ECC	10/19/16
Maze, Samantha L.	Info Systems App Analyst 2	Resignation	ITS	10/19/16
Gilchrest, Marquette D.	Probation Officer 2	Resignation	Juvenile Court	10/21/16
Freeman, Vicki L.	Custodian	Pension	Parks	10/03/16
Hows, Michael C.	Maint & Repair Supv	Resignation	Parks	10/20/16
Thomas Jr, Michael D.	Recreation Leader	Pension	Parks	10/05/16
Koster, Christopher M.	Special Projects Mgr	Resignation	Parks	09/26/16
Thaxter, Ada M.	Police Lieutenant	Pension	Police	09/20/16
Sansone, Geoffrey	Police Officer 1	Resignation	Police	10/10/16
Bowden, Thomas S.	Police Officer 2	Pension	Police	10/07/16
Estes Jr, William M.	Police Officer 2	Pension	Police	09/30/16
Hughes, David A.	Police Officer 2	Resignation	Police	10/15/16
Layne, Daniel J.	Police Officer 2	Pension	Police	10/01/16
Johnson, Michael L.	Police Officer 2-Fld Trng Ofcr	Pension	Police	10/15/16
Wilhoite Jr, Doyle F.	Police Officer 2-Fld Trng Ofcr	Resignation	Police	10/04/16
Henning, Jennifer E.	Police Operations Asst 1	Resignation	Police	10/05/16
Robertson, Ritchie Wade	Police Operations Asst 1	Resignation	Police	10/01/16
Hale, Danny C.	Police Sergeant	Pension	Police	09/20/16
Steele, Kevin D.	Police Sergeant	Pension	Police	10/15/16
Smith, Alexander C.	Circulation Asst 1	Resignation	Public Library	09/29/16
Blevins, Ashley D.	Library Assoc 1	Resignation	Public Library	09/24/16
Horton, Jimmy W.	Equipment Operator Senior	Resignation	Public Works	10/07/16
Criswell, Latoia B.	Correctional Officer 1	Resignation	Sheriff	10/04/16
Lewis, Jessica M.	Correctional Officer 1	Dismissal	Sheriff	09/29/16
Matthews, Philese D.	Correctional Officer 1	Resignation	Sheriff	10/13/16
Maynard, Mark W.	Correctional Officer 1	Resignation	Sheriff	10/04/16
Smith, Monique K.	Correctional Officer 1	Resignation	Sheriff	10/12/16
Williams, Ronald E.	Correctional Officer Lieut	Dismissal	Sheriff	10/14/16
Humphrey, Alvin L.	Water Maint Leader 2	Pension	Water Services	10/07/16
Franklin, Darnell	Water Maintenance Technician	Deceased	Water Services	10/05/16

MOTION: After some discussion, Commissioner North moved to accept the Termination/Pension report for the dates and reasons stated. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.

ELIGIBILITY REGISTER REPORT

CLASSIFICATION	DEPT	<u>ON</u>		ES	STABLISH/
		LIST	TYPE	DATE	ABOLISH
Human Resources Director	Human Resources	22	Open	10/01/16	А
Police Operations Supervisor - Records	Police	1	Dept	10/03/16	A
Recreation Leader - Aquatics	Parks	15	Open	10/04/16	E
Treatment Plant Shift Supervisor - Wastewater	Water Services	3	Dept	10/04/16	E
Correctional Officer 2	Sheriff's Office	6	Dept	10/05/16	А
Mechanical/Gas Inspector 1	Codes	25	Cont	10/05/16	Е
Procurement Officer 3	Finance	52	Open	10/05/16	Е
Maintenance & Repair Leader - Construction	Public Works	5	Dept	10/05/16	Е
Plumbing Inspector 1	Codes	24	Cont	10/06/16	E

ELIGIBILITY REGISTER REPORT

CLASSIFICATION	<u>DEPT</u>	<u>ON</u> LIST	<u>TYPE</u>	ES <u>DATE</u>	STABLISH/ ABOLISH
Property Standards Inspector Administrative Services Manager - Safety Office Support Rep 3 - Finance Program Specialist 1 - Special Collections Program Specialist 1 - Public Technology Library Manager 2 - Teen Services Technical Services Administrator IS Division Manager - Network & Telephony Administrative Services Officer 2 - BOSS Maintenance & Repair Worker - Golf IS Division Manager - EAC IS Operations Analyst 3 - Server Correctional Officer Trainee Administrative Services Officer 2 - Sports Authority Maintenance & Repair Leader - Grounds Building Maintenance Lead Mechanic - HVAC Police Operations Coordinator 1 - Safety Correctional Officer 2 Plumber IS Operations Analyst 3 - Data Center Maintenance & Repair Worker Golf Course Manager Maintenance & Repair Worker - Night Crew IS Communications Analyst 1 - Radio Com Customer Service Field Representative	Codes Public Works Finance Public Library Public Library Public Library Public Works ITS General Services Parks ITS Sheriff's Office Sports Authority Parks Parks Police Sheriff's Office Parks ITS Public Works Parks Public Works Parks Public Works Parks	LIST 47 42 125 74 75 20 1 46 38 10 1 17 22 118 38 3 5 30 13 1 16 34 17 5 166 55	Cont Open Open Open Cont Dept Open Open Open Cont Open Cont Dept Open Cont Dept Open Cont Dept Open Open Open Open Open Open Open	DATE 10/06/16 10/10/16 10/10/16 10/10/16 10/10/16 10/10/16 10/12/16 10/12/16 10/13/16 10/13/16 10/17/16 10/17/16 10/17/16 10/17/16 10/17/16 10/18/16 10/21/16 10/24/16 10/25/16 10/26/16 10/26/16 10/26/16 10/27/16	E A
Helicopter Pilot - Police IS Operations Analyst 1 - CSS Police Sergeant	Police ITS Police	3 61	Cont Dept Dept	10/28/16 10/28/16 11/15/16	E

MOTION: After some discussion, Commissioner North moved to approve the register report. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.

DEPARTMENTAL ITEMS

CODES ADMINISTRATION AND WATER SERVICES

(1: Request for an extension to apply Policy 5.7 C-I, Exempt Overtime Pay (in Emergency Situations) and to designate specific classifications as Exempt Overtime Eligible

Codes Administration Assistant Director Wade Hill, Water Services Assistant Director Sonny Lyons, and Human Resources Analyst Jason Lusk were before the Commission.

As Nashville continues to grow, the city is currently seeing a record number of requests to review plans and issue permits; the employees who work in Development Services and review plans for compliance are exempt employees and are not eligible for overtime. To meet the demand, this request is being made to continue allowing exempt employees in Development Services overtime pay in emergency situations.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve Policy 5.7 C-I Exempt Overtime Pay (in Emergency Situations) through June 30, 2017. Seconded by Commissioner Sanders, and the Commission approved without objection.

INTERNAL AUDIT

(2: Metropolitan Auditor Mark Swann is requesting Leave from Civil Service Status for Herman "Jack" Henry

Metropolitan Auditor Mark Swann and Human Resources Analyst Les Bowron were before the Commission to make the request.

POLICE

(3: Chief Steve Anderson is requesting to extend the Police Lieutenant Promotional Register for six months

Human Resources Manager Sue Bibb and Human Resources Analyst Seth Waltenbaugh were present before the Commission to discuss the extension request.

MOTION: After some discussion, Commissioner North moved to approve the Job Description Revisions. Seconded by Commissioner Link, and the Commission approved without objection.

HUMAN RESOURCES

Human Resources Interim Director, John P. Kennedy, submits the following for the Commission's consideration and appropriate action:

(4: Appeal of Human Resources Final Decision that Complaint is Non-Grievable, Officer Carey Adkerson

Officer Carey Adkerson, his representation, Daphne Davis, and Cynthia Gross, representing Metro Nashville Police Department, were present before the Commission to discuss the complaint.

MOTION: After some discussion, Vice-Chairman Corbitt moved to uphold the decision of the Director of Human Resources that the complaint is Non-Grievable. Seconded by Commissioner North, and the Commission approved without objection.

(5: Review of Motion for Default - Keith Johnson, Police - Termination

Cynthia Gross, representing Metro Nashville Police Department, was present before the Commission to discuss the Motion for Default.

MOTION: After some discussion, Commissioner North moved to approve the request for Leave from Civil Service for Herman "Jack" Henry. Seconded by Commissioner Sanders, and the Commission approved without objection.

MOTION: After some discussion, Vice-Chairman Corbitt moved to uphold the Order granting Motion for Default. Seconded by Commissioner North, and the Commission approved without objection.

(6: Metro Fire Department employee, Corey Daniel, is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Paramedic Corey Daniel, Human Resources Manager Jamie Summers, and Human Resources Analyst Brian Ward were present before the Commission to discuss the request.

MOTION: After some discussion, Commissioner North moved to approve the request to extend Paramedic Daniel's IOD time until January 25, 2017. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.

(7: Appeal of Medical Disgualification: LD, Applicant for Police Officer Trainee

Applicant LD and Nurse Practitioner Ashley Lewis, representing Civil Service Medical Examiner Dr. Matthew Hine, were present before the Commission to discuss the appeal.

- MOTION: After some discussion, Commissioner North moved to approve the appeal. Seconded by Commissioner Link, and the Commission approved without objection.
- (8: Appeal of Medical Disqualification: CJ, Applicant for Police Officer Trainee

Applicant CJ and Nurse Practitioner Ashley Lewis were present before the Commission to discuss the appeal.

MOTION: After some discussion, Commissioner North moved to approve the appeal. Seconded by Commissioner Sanders, and the Commission approved without objection.

(9: Appeal of Medical Disqualification: DP, Applicant for Police Officer Trainee

Applicant DP and Nurse Practitioner Ashley Lewis were present before the Commission to discuss the appeal.

MOTION: After some discussion, Commissioner North moved to approve the appeal. Seconded by Commissioner Sanders, and the Commission approved without objection.

(10: Appeal of Medical Disqualification: JV, Applicant for Police Officer Trainee

Applicant JV and Nurse Practitioner Ashley Lewis were present before the Commission to discuss the appeal.

MOTION: After some discussion, Commissioner North moved to approve the appeal. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.

(11: Appeal of Medical Disqualification: SW, Applicant for Police Officer Trainee

Applicant SW and Nurse Practitioner Ashley Lewis were present before the Commission to discuss the appeal.

MOTION: After some discussion, Commissioner North moved to approve the appeal. Seconded by Commissioner Link, and the Commission approved without objection.

(12: FLSA exemption status updates on job descriptions

Human Resources Analysts Leslie Schuster and Jason Lusk were present before the Commission to discuss the updates on the job descriptions.

Analyst Lusk said the Federal regulations regarding overtime will change December 1, 2016. The Commission has been provided with a list of classifications whose FLSA status will change based upon the updated guidelines and is requesting permission to modify the current job descriptions for these classifications. In addition to those classifications listed, Human Resources would like to include Museum Coordinator, class number 03190, with two employees in that classification, and Social Worker Senior, class number 10854, with nine employees in that classification, both will change from exempt to varies by position.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the FLSA exemption status updates on the job descriptions. Seconded by Commissioner Sanders, and the Commission approved without objection.

(13: Update on the Selection Process for the Appointment of a Permanent Human Resources Director

Water Services Assistant Director Sonny Lyons was present before the Commission to explain that Randstad recruiters had met with the Commissioners, Department Heads, and Union Presidents. A job announcement would soon be posted, and Mr. Lyons would assist Randstad recruiters with reviewing those applications. Interviews would likely take place in January, followed by a candidate recommendation to the Commission for the February meeting.

ACTION: This was for a report only.

(14: Administrative Law Judge Hearing Calendar

Chairman Farmer asked if the report had been submitted to the Administrative Law Judges. Ms. Tullos replied yes. The calendar refers to appeals submitted by Metro employees. As changes occur, updates are made each month in conjunction with the assigned Attorneys at Metro Legal. A copy is then forwarded to the State Administrative Procedures Division wherein the State provides a copy for each Judge to evaluate their case.

ACTION: This was for a report only.

(15: Human Resources Updates

Human Resources has begun soliciting feedback from Metro Departments, including a request from Metro Council to research and make recommendations for the pay plans of the Metro Council Members and Vice Mayor positions, to initiate work on a new pay plan.

HR Staff helped represent Metro at Celebrate Nashville, an opportunity for intercultural dialogue, on October 1.

HR Staff discussed careers and job openings on October 18 at the Bass Alternative Learning Center Job Fair.

On October 19, HR Staff Members participated in job shadowing at the Emergency Communications Center, and facilitated a field trip for 18 Stratford High students who observed E-911 Dispatchers.

HR Staff, along with local businesses, non-profits, and community leaders, shared tools and resources to help build inclusive workforces at the Disability Employment Awareness Luncheon on October 20.

HR Staff is working with the Mayor's Office to make Metro the employer of choice in the community by offering a job fair on Saturday, December 10.

ACTION: This was for a report only.

(16: Communiqués from the public on pending hearings

There were none.

With nothing further, the regular meeting adjourned at 9:16 a.m.

ATTEST:

APPROVED:

John P. Kennedy, Interim Director Secretary to the Commission William H. Farmer, Chairman Civil Service Commission